

10 April 1975

MEMORANDUM FOR: Chief, Communications Engineering

As you may know, the Chief, Communications Engineering is assigned the responsibility of appointing the "Secretary" of the OC Equipment Board in accordance with "Office of Communications Order 1.9.3," dated 31 May 1974.

I have been assigned to the duties of Board Secretary since February 1974. In view of my forthcoming assignment as Chief, Program Planning Group, I feel that the additional function which I will be required to perform will place me in a position of not being able to do justice to both jobs. I, therefore, request that I be relieved of "Board Secretary" duties effective 1 May 1975.

Should you concur with my request, I will be happy to prepare the necessary correspondence, advising the Board Chairman and members, of your appointment of a new Board Secretary. In addition, I will brief your new appointee of his duties concerning what would normally be expected of him as Board Secretary.

I have discussed this request with my Branch Chief, [redacted] who concurred. It was suggested that [redacted] would be a good choice for the new Secretary and his supervisor, [redacted] agrees with the suggestion.

STAT

STAT

Respectfully,

[redacted]

STAT

Go
jek

may 5/75
[signature]